

Key Contacts

Exhibitor Information / Stand Sales

U.S. OFFICE

Tasha Ventimiglia Event Director
tventimiglia@tarsus.com
262-754-6931

Chrissie Hahn VP, Sales & Exhibitor Services, AP Tech
chahn@aptech.com
703-264-7200

Sondra Fry Benoudiz VP, Business Development, AP Tech
sfbenoudiz@aptech.com
703-264-7222

Jessika Bustamante Senior Account Manager
jbustamante@tarsus.com
262-754-6925

Erin Dandridge Account Manager
edandridge@tarsus.com
262-754-6916

INTERNATIONAL OFFICE (UK)

Lisa Milburn Managing Director
lmilburn@tarsus.co.uk
+44 (0) 20 8846 2740

Jade Grace Project Director
jgrace@tarsus.co.uk
+ 44 (0) 20 8846 2741

Alexa Rode-Hilbert Sales Director
arodehilbert@tarsus.co.uk
+44 (0) 20 8846 2753

Richard Quirk Account Manager
rquirk@tarsus.co.uk
+44 (0) 20 8846 2762

Sean de Villiers Account Manager
sdevilliers@tarsus.co.uk
+44 (0) 20 8846 2726

Marketing/Attendee Information

Paul Connelly Marketing Director
pconnelly@tarsus.co.uk
+44 (0) 20 8846 2825

Laurel Hansen Marketing Manager
lhansen@tarsus.com
262-754-6902

John Wallace Senior Marketing Manager
jwallace@tarsus.co.uk
+ 44 (0) 20 8846 2774

Operations / Booth Construction / Plans

Claire Comery (UK) Operations Director
ccomery@tarsus.co.uk
+44 20 8846 2706

Pere Ramirez (UK) Senior Operations Manager
pramirez@tarsus.co.uk
+ 44 (0) 20 846 2930

Kristy Moeller (USA) Senior Operation Manager
kmoeller@tarsus.co.uk
262-754-6910

Scott Mattson (USA) Operations & Housing Coordinator
smattson@tarsus.co.uk
262-754-6936

General Exhibitor Queries/Customer Service
Rebecca Holister (UK) help@labelexpo.com

Official General Contractor

Dave Houston Rosemont Exposition Services
Telephone: 847-696-2208
Website: www.resexpo.com

Convention Center Front Entrance Address

Donald E. Stephens Convention Center
5555 N. River Rd. Rosemont, IL

Exhibitor Housing

OnPeak
Jahmelah "Melah" Miller Jahmelah.Miller@onpeak.com
Telephone: 312-527-7293

Index – By Section

Section 1 Key Contacts and Index

Key contacts list
Index – By Section

Section 2 Important Show Information

Show Schedule
Show checklist with important deadlines

Section 3 Hotels, Shuttles & Parking

Section 4 Rules & Regulations

A-Z Rules & Regulations

Section 5 RES General Information

Welcome
Show Information
Map to Convention Center
Exhibitor Appointed Contractor (EAC/I&D)
Third party billing
Online ordering
Order Summary and Payment Terms

Furnishings and Booth Displays

Standard booth backwall options
Standard furniture
Standard booth accessories
Custom furniture
Carpet rental
Signature booth packages
Exhibit rental
VU case rentals
Printing & Signage
Custom display graphics

RES Extras and Special Services

RES Extras
Liability Insurance
Handicap Access Vehicles
Security rentals
Floral
Photography
Rosemont Catering

Utilities, Internet, Telecommunications, Computer Rental, Audio-Visual, Labor

Electrical service
Plumbing service
Water service
Custom cleaning
Waste removal
Internet & Telecommunications
Computer rental
Audio-Visual
Labor order form
I&D labor
Accessible storage
Labor union guidelines

Freight and Shipping

Material handling
Shipping instructions
Freight check-in procedures
RES freight services
AIRWAYS Worldwide Shipping
Advance Warehouse shipping label
Direct Shipping label